



**Office of the Sheriff
Alternative Incarcerations Branch
Pre-Release Center
10520-B Judicial Drive
Fairfax, Virginia 22030
703-246-4473
Fax: 703-385-0813**

Employer's Community Work Agreement (Part A)

Company Name:			
Company Address:			
Telephone #:			
Supervisor:			
Transportation:			
Work Days:		Overtime: YES NO	
Start Date:		# of Days a Week:	
Sign out Time:	Work From:	Work Till:	Return Time:
Position/Job Title:		Starting Salary: (Hourly)	
Date of 1 st Pay Check:		Direct Deposit: YES NO	
Payday:		Offender's Anticipated Release Date:	

I, _____, authorize my employer to release to the Fairfax County Sheriff's Office records of my time, attendance, and pay information while I am under the supervision of their office. I further authorize my employer to release my paycheck to a member of the Sheriff's staff during this same period of time. I also authorize the Sheriff's Office to take legal action on my behalf in cases of non-payment of wages or checks returned for insufficient funds.

Offender's Signature

Date

Staff Witness Signature

To Employer: The offender must attend mandatory treatment programs and center meetings. Also, advise the Vocational Section of any pay that is being withheld pending payment of the first paycheck. All payroll checks returned for insufficient funds will be charged a return check fee. An administrative processing period of up to 72 hours may be required to finalize all Work Release.

**Office of the Sheriff
Fairfax County, Virginia
Employer's Community Work Agreement Policies
PRC Staff can be notified at 703-591-5942**

1. No offender in the Pre-Release Center (PRC) is to be considered an agent of the County, State or Federal Governments.
2. This Work Agreement neither constitutes nor implies a contractual agreement between the Fairfax County Sheriff's Office and the Employer.
3. All wages earned by an offender in the Work Release Program or the Electronic Incarceration Program shall be paid to the offender. No loans or advance payments may be given to the offender.
4. An offender must receive wages commensurate with those received by comparable workers.
5. Failure of an offender to perform his or her work task in a satisfactory manner shall be reported to the PRC staff.
6. While employed, the offender shall be covered by the employer's insurance and/or workman's compensation insurance as required by law.
7. In the event of a strike, each offender working at the affected business will be offered the choice of continuing to work during the strike, or of refusing to cross the picket line. In the event of violence or any situation where the safety and security of the offender may be endangered by reason of strike, the Sheriff's Office reserves the right to preclude the offender from crossing the picket line for the duration of the violence or other danger.
8. The use of narcotics or other drugs not lawfully possessed by or prescribed by the offender is prohibited. The consumption of alcoholic beverages by an offender is also prohibited.
9. The offender must return to the PRC immediately upon the conclusion of each work day. An offender may not leave work early without the prior approval of PRC Staff.
10. The employer will notify the PRC staff in the event of any unusual incident involving the offender or in the event of any unauthorized absence or tardiness.
11. An offender may be allowed to work overtime only if a request has been made in advance by the employer to the PRC staff and provided that suitable transportation arrangements can be made by the offender/employer.
12. Deviation from the work schedule and hours designated at the time of employment is not allowed unless the PRC staff makes prior authorization.
13. An offender is not allowed to operate a company vehicle unless it is required and approved in advanced by the PRC staff.
14. If an offender is injured on the job he or she should receive outpatient treatment at a hospital or doctor's office used by the employer as soon as possible; however, the PRC staff should be notified as soon as possible of any such injury or hospitalization.
15. In the event that the offender's employment is terminated for any reason, the employer will notify the PRC staff immediately.
16. The employer will notify the PRC staff of changes in the offender's job site location.
17. The employer will allow the PRC staff to conduct on site job inspections for the following reasons: work progress of the offender; his or her presence or unauthorized absence on the job; and work schedules.
18. An offender must work at least 36 hours per week. They may not work more than 12 hours a day and must have at least one (1) day off per week.
19. Offenders employed at restaurants are not permitted to work split shifts.

I understand the above policies and agree to cooperate fully with the Fairfax County Sheriff's Office in carrying out these policies. I understand that this agreement does not obligate me to employ any offender and any offer of employment to an offender will be at my discretion and will be contingent upon the availability of the position.

Employer's Name Printed

Date

Employer's Signature



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Employer's Community Work Agreement (Part B)

Date: _____

To: Potential Employers

Ref: _____

Anticipated Release Date: ____/____/____ TBD _____

Please be advised that this offender has been placed in the Work Release Program for the following charge(s):

The above referenced offender has signed a consent form to release this information.

PRC Staff Signature